**EQUAL ACCESS FUND – PARTNERSHIP GRANTS**
**Request for Proposal**

**Electronic Forms Instructions**

**Read the following instructions carefully before you begin to fill out the forms.**

1.  **SAVE A COPY OF THESE FORMS:** You will want a "clean" copy in case you need to start over or complete multiple forms for various projects. From the "File" menu, choose "Save As" and save a copy of these forms to your computer. Data entered directly on the Web pages containing the documents will not be saved to the Web site; they must be saved to your computer.

2.  **REFER TO THE INSTRUCTIONS FOR DEFINITIONS AND EXPLANATIONS OF SPECIFIC QUESTIONS OR LINE ITEMS. If you have further questions, contact the Trust Fund Office.**

3.  **TO USE THE FORMS:**

    a.  **WORD forms – A-C, E-F:**

    -   Sections that require "fill-in-the-blank" answers have gray "boxes" and are "protected" – you won't be able to put your cursor anywhere but the boxes or the "checkboxes" for "checkmark" answers. Use the tab or arrow keys or your mouse to move between boxes. Areas that require narrative answers are "unprotected" and you can type as much information as you may consider necessary. Use the "down arrow" key to move from the bottom of a narrative answer to the next answer space.

    -   **Save often!**

    b.  **EXCEL form – D:**

    -   **Enter Data:** You can input information into the non-shaded cells only. Use the mouse or arrow keys to place the cursor in the cell in which you will enter data. Press the "Enter" key. (All the BLUE cells are "protected" and you cannot input any information into them. Many of the BLUE cells have built-in formulas and will automatically calculate the math for you.)

    -   **Editing:** To make corrections, place your cursor in the cell containing the data to be corrected and double-click to access "editing" mode. Make the corrections, and then press the "Enter" key.

    -   **Save often!**

    **If you need assistance downloading or copying these forms, please contact us at**
    **415-538-2252 or** trustfundprogram@calbar.ca.gov